

Municipality/Organization:

EPA NPDES Permit Number:

MaDEP Transmittal Number: W-

**Annual Report Number
& Reporting Period:**

No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person:

Title:

Telephone #:

Email:

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Printed Name:

Title:

Date:

Part II. Self-Assessment

Include here the results of your self-assessment review of compliance with all permit conditions. As shown in the examples below, include a statement of full compliance or identify specific conditions of the permit that have not yet been complied with or satisfied. You should not duplicate here information regarding the status of compliance with the minimum control measures (i.e. BMP implementation, goals, and schedule) that was included in Part III of your annual report.

The <<town/city of>> has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

<<OR>>

The <<town/city of>> has completed the required self-assessment and have determined that our municipality is in compliance with all permit conditions, except for the following provisions:

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| <i>Part I.B.2(e)(vi)</i> | <i>The <<town/city of>> permit eligibility with regard to the Endangered Species Act was pending at the time of our NOI submission. The National Marine Fisheries Service has since provided written determination (attached) that our MS4 discharges are not likely to jeopardize the continued existence of specific species protected under the Endangered Species Act.</i> |
| <i>Part I.B.2(k)</i> | <i>Two discharges have been conclusively determined (through our water quality monitoring) to be contributing to an instream exceedance of water quality standards in Mill Brook. These discharges have been made priorities in our illicit discharge elimination program.</i> |
| <i>Part II.B.8</i> | <i>Had not yet evaluated physical conditions, site design considerations, and BMPs to promote groundwater recharge through the implementation of our stormwater management program. The Engineering Department has since completed such an evaluation and developed recharge practices and guidelines that will be incorporated into education materials, our Drain Use Regulations, and standard practice for municipal road and drainage projects.</i> |
| <i>Part II.F</i> | <i>Failed to submit annual report on or before May 1st. Submitted on May 15th.</i> |

Part III. Summary of Minimum Control Measures

Transcribe into columns 1-4 below the BMP, responsible party, and measurable goal information from your municipality's NOI, and describe in the last two columns progress made during the prior year toward achieving your measurable goals and what activities are planned for next year, respectively. Changes that revise/replace or add components to your storm water management program can also be included here. Changes included in your annual report will be considered as formal notifications and modification requests accordingly.

You may also attach an implementation schedule as was included with your NOI, revised to incorporate changes in content and timing of your best management practices.

Note: Item 7 below is applicable to only those municipalities with MS4 discharges into a any water body that has an approved total maximum daily load (TMDL) and where the municipality is required to implement storm water waste load allocation (WLA) provisions of the TMDL.

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1.1	Educational signage at high-use recreational areas	DPW and Recreation Dept.	Install signage at town beach, boat launch, and dog park in Spring '04	Signs have been manufactured.	Install signs.
1.2	General Educational Brochure	Engineering and town clerk	Develop and distribute to all residents in the '04 water bill	Brochures have been created and sent to the printer for reproduction.	Distribute brochures to residents in the Green Pond and Town Landing watersheds. Draft survey form for distribution in fall '05.
Revised	Lawn care and pet waste brochures and public perception survey	Engineering	Develop brochures and distribute door-to-door during the spring '05	(Local Boy Scouts Council will carry-out distribution and survey.)	
1.3	Stormwater curriculum for grades 5 & 6	ConComm and School Dept.	Implement curriculum for the '05 – '06 school year	Held one planning meeting in January '04.	Prepare draft curriculum for review by School Dept. and science teaching staff.
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1a. Additions

1.8	Develop stormwater web site	Engineering and IT Dept.	Add a stormwater page to the town's existing web site by Spring '05	None to date.	Prepare and post content.
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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2.1	Stormwater Advisory Committee	Public Works and ConComm	Establish Committee by Fall '03 with charge of recommending improvements to the SWMP and hosting annual meetings	Established committee. Reviewed SWMP and recommended improvements incorporated into this Annual Report.	Consider comments received at public meeting for incorporation into the SWMP.
2.2	Public meetings on SWMP	Public Works and SW Advisory Committee	Host annual public meetings each Fall beginning in '05.	Preparation for this annual meeting.	Host public meeting. Receive public comment on content and schedule for consideration by SW Ad. Comm.
2.3	Shoreline Clean-ups	Public Works and ConComm	Organize and support annual clean-ups	Organized 20 volunteers August '03 to clean debris from a ¼-mile reach of Swift River.	Complete similar effort for Town Brook.
2.4	Catch basin stenciling	Public Works and ConComm	Stencil priority catchments by Fall '04	Identified 25 priority basins for stenciling the "Don't Dump" message. Currently seeking small group of volunteers to participate.	Secure stencils or markers. Complete stenciling/markings. Invite local newspaper to cover the event.
2.5	HHW Collection Events	Public Works	Host annual HHW collection events	Hosted an event in October '03. Surveyed participants at entrance regarding benefit of adding a second annual event – positive reaction. Approximately 3,500 gallons and 2 tons of waste from 1,400 participants	Host bi-annual events. Continue to track participation and quantity collected. Improve event advertising through Local Access and local paper placements.
Revised			Host bi-annual events (spring and fall)		

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3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3.1	Identify & map outfalls and receiving waters.	Engineering Dept.	Map all outfalls in GIS by Spring '05	GPS located ~50% (14) outfalls and their receiving waters. Awaiting a software upgrade prior to loading into GIS. (Regional planning authority provided base map and GPS units on loan.)	Complete GPS locating effort, install software upgrade, and complete GIS mapping.
3.2	Screen outfalls for illicit connections	Public Works	Screen all outfalls by Spring '05	Completed field screening of outfalls concurrent with GPS effort (see 3.1). Identified 3 outfalls for additional investigation. (Local Stream Team volunteers provided field inspection support.)	Continue screening outfalls with GPS effort. Investigate drainage area of 3 outfalls identified to locate sources.
3.3	Draft illicit connection bylaw	Engineering, Public Works, Health Agent, Counsel	Warrant article on Spring '04 town meeting	Reviewed existing mechanisms and determined lack of adequate authority to regulate illicit discharges, construction site erosion, or post-construction stormwater management.	Complete bylaw draft for internal and AG review by Summer '05.
Revised	Comprehensive Stormwater Management Bylaw		Prepare bylaw for Spring '06 town meeting warrant article	Researched relevant and available bylaws and regulations in place for other communities and determined that a comprehensive bylaw and revisions to Sewer Use Regs was most appropriate.	Begin drafting revisions to accompanying Sewer Use Regulations consistent with bylaw.
3.4	Revise Sewer and Drain Use Regulations	Engineering, Public Works	Adopt within 6 months of new illicit bylaw	See 3.3	See 3.3
Revised			See 3.3		
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4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4.1	Construction Site ESC Bylaw and regulations for sites >1-acre	Public Works, Engineering, ConComm, Counsel	Review existing mechanisms for adequacy and completeness by Spring '05. If required, prepare bylaw for Spring '06 warrant article and revise regulations.	Reviewed existing mechanisms and determined lack of adequate authority to regulate illicit discharges, construction site erosion, or post-construction stormwater management. Researched relevant and available bylaws and regulations in place for other communities and determined that a comprehensive bylaw and revisions to Sewer Use Regs was most appropriate.	Complete bylaw draft for internal and AG review by Summer '05. Begin drafting revisions to accompanying Sewer Use Regulations consistent with bylaw.
Revised	Comprehensive Stormwater Management Bylaw & revised Sewer Use Regulations	Public Works, Engineering, ConComm, Counsel	Prepare bylaw for Spring '06 town meeting warrant article		
4.2	Site plan review	Planning Dept., Public Works, Engineering, ConComm	Update plan review procedures consistent with bylaw and prepare checklist and sign-off protocols	Implemented an interim policy for all current jurisdictional projects that requires Engineering to review and approve ESC plans.	Continue to implement interim policy and update consistent with new bylaw.
4.3	Site inspections	Building Dept. and ConComm	Implement a site inspection process by Spring '07	No action.	Begin drafting conceptual process consistent with draft bylaw.
4.4	Establish hotline to report non-compliant activities	Building Dept. and ConComm	Establish before the 2004 construction season	Established on March 1, 2003. Have and will continue to advertise number in bi-weekly spots in community newspaper.	Hotline number will be included in town directory postcards mailed with trash/recycling information in December '04.
Revised	Add public reporting feature to web page	IT Dept.	Implement by Spring '05 (coordinate with BMP 1.8)		
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4a. Additions

4.7	Evaluate ESC technologies	Engineering and Public Works	Perform evaluation of paper fiber and floc logs at school construction beginning Spring '05	Engineering staff was introduced to the technologies at an IECA workshop and have interest in evaluating their utility.	Create and implement a study design with grad student at State University.
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5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5.1	Stormwater Mgmt. Bylaw and regulations for sites >1-acre	Public Works, Engineering, ConComm, Counsel	Review existing mechanisms for adequacy and completeness by Spring '05. If required, prepare bylaw for Spring '06 warrant article and revise regulations.	Reviewed existing mechanisms and determined lack of adequate authority to regulate illicit discharges, construction site erosion, or post-construction stormwater management. Researched relevant and available bylaws and regulations in place for other communities and determined that a comprehensive bylaw and revisions to Sewer Use Regs was most appropriate.	Complete bylaw draft for internal and AG review by Summer '05. Begin drafting revisions to accompanying Sewer Use Regulations consistent with bylaw.
Revised	Comprehensive Stormwater Management Bylaw & revised Sewer Use Regulations	Public Works, Engineering, ConComm, Counsel	Prepare bylaw for Spring '06 town meeting warrant article		
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6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
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6.1	Employee Training	Public Works	Conduct stormwater pollution prevention training in late winter each year	Provided ½-day training to all key department staff regarding pollution prevention practices and SWMP implementation.	Conduct ½-day training. Use feedback from initial training to target/focus agenda items.
6.2	Street Sweeping	Public Works	Sweep all streets annually through '06 and 2 times/year thereafter. Document volume collected	Completed annual sweeping program.	Continue program.
6.3	Catch basin cleaning	Public Works	Clean all catch basins once every 3 years	Continued collecting volume and frequency data from existing program and refine cleaning program into using a needs-based frequency.	Continue refining program. Explore cost/benefit of specifying vacuum equipment for future cleaning contracts.
Revised	Predictive catch basin cleaning program		Continue existing cleaning schedule until implementation of a predictive program in Spring '06.		
6.4	O&M program for town-owned structural BMPs	Public Works and Engineering	Implement O&M program by Spring '05	Inventoried town-owned BMPs and drafted O&M procedures for the town's detention ponds and particle separators.	Complete and implement O&M Procedures.
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6a. Additions

6.8	Implement Integrated Pest Management (IPM) at town facilities	Parks & Recreation	Train facility employees and practice IPM town-wide by Summer 2007	Inventoried current chemicals, quantities, and practices used on town parcels.	Host an IPM/lawn care workshop for staff and lawn care professionals with Cooperative Extension Service.
6.9	Vehicle washing	Public Works	Implement an interim washing policy in Fall '05 and construct a washing facility by Spring '08.	Implemented interim policy in September '03: Wash only within designated locations, without the use of cleaners or degreasing agents.	Begin appropriation process for constructing facility.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
7.1	Targeted education to residents of the Green Pond neighborhood	ConComm, Health Dept.	Distribution in Spring '04 – '08 of a phosphorus reduction brochure series	Distributed 1 st brochure to more than 500 residents and other landowners in the subwatershed.	Preparation of 2 nd brochure to target septic system care.
Revised	Include businesses, industrial park, and golf course				
7.2	Support for Green Pond Phosphorus Task Force	ConComm, Health Dept.	Host quarterly meetings beginning Fall '03 to assess progress and make recommendations for improving the SWMP.	Hosted quarterly meetings that bore recommendation to install gross particle separator (see 7.6).	
7.3	Street Sweeping	Public Works	Increase sweeping frequency to 4x/yr in the sub-watershed	Schedule in place.	Continue schedule and consider refinements to frequency and equipment based on results seen.
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7.a Additions

7.6	Install gross particle separator on West Street Drain	Engineering Public Works	Install in Summer '07	Negotiations begun with MassHighway to develop cost share agreement for design, installation and O&M.	Continue negotiations and begin preliminary design.
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7b. WLA Assessment

Provide here a narrative assessment that demonstrates how the waste load allocation is being met through implementation of your selected BMPs or where additional controls may be necessary. The assessment is expected to focus on the adequacy of your chosen BMPs (in terms of implementation and maintenance), not necessarily on the response of the receiving water(s).

BMPs were chosen consistent with the recently published Green Pond Phosphorus TMDL and accompanying recommendations. The town has been effective in energizing the neighborhood and engaging the Green Pond Phosphorus Task Force in a partnership.

Progress will be closely tracked and modifications and improvements will be implemented as required.

Part IV. Summary of Information Collected and Analyzed

Summarize the results of information or data, if any, that was collected and analyzed during Permit Year 1, but was not included elsewhere in the annual report or requires further elaboration. Information and data could include results/trends from any storm or receiving water quality monitoring, beach monitoring or closure statistics, assessment of particular BMP performance, or financial impact of program implementation.

- A summary of water quality monitoring results from Mill Brook are attached. In general, data suggests an increasing trend in bacteria indicator organisms during the past several years, predominantly downstream of Town Center.*
- Town beach was closed for a total of 11 days during the '03 swimming season, and increase from nine days from the '02 season.*

Part V. Program Outputs & Accomplishments (OPTIONAL)

You may include, where known, the following (and other) estimated program results and accomplishments realized during Permit Year 1. Insert additional rows as appropriate.

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	

School curricula implemented	(y/n)	
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Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and \$)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	(\$)	

Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	